

# **Swaffham Town Council**

Minutes of Town Council meeting held on **Monday 11<sup>th</sup> October 2021** at **6.30pm** in the **Town Hall**.

Present: Mayor Cllr J Anscombe (in the Chair)

Councillors: Mrs L Beech, Mr S Bell, Mr P Darby, Mr C Houghton, Mrs S Matthews, Mr I Pilcher, Mr L Scott, Mrs J Skinner

Deputy Town Clerk: Mrs C Smith  
Admin Assistant: Ms K Furnass

Breckland Cllr: Cllr D Wickerson

Breckland & NCC Cllr: Cllr E Colman

Public: 2

Prayers were led by Cllr Matthews

**1. Apologies and reason for absence**

Cllr G Edwards– other commitments  
Cllr Sherwood – work commitment  
Cllr Oliver – prior appointment  
Cllr Scott - work commitments

**2. Declarations of interest**

There were no declarations of interest noted.

6.31pm - the meeting was adjourned to allow public participation

Mrs Reiger-Ridd enquired if there was any update on the Twinning visit and were the Council aware of the resignation of the Chairman of Twinning? The mayor replied that there was no update and yes they had been made aware of the resignation.

Mr Enson informed the meeting about the anti-social behaviour that was happening on Theatre Street car park late at night. The Council were aware of these incidents and were in communication with the Police and Breckland Council on this issue.

The mayor brought forward agenda item 3.1 to enable the public to be included in the conversation.

Cllr Matthews gave an update from the last SNAP meeting reporting that the SAB team at Breckland were arranging a joint committee with the Police to deal with these issues. Cllr Colman mentioned that there might be an opportunity to apply for match funding towards any resolution.

6.42pm – the meeting was resumed.

**3. Reports: Police, principal authority**

**3.1 Police**

No report was available from the police.

**3.2 Norfolk County Council**

Cllr Ed Colman gave a brief report at the meeting and would email the full report to the Councillors the next day.– see *Appendix 1*. Cllr Colman was asked about two Sustainable

Initials: \_\_\_\_\_

Swaffham issues, food waste digesters and energy credits. He replied that these were Cabinet issues, but he would ask the relevant questions.

3.3 Breckland Council

Cllr Wickerson's report was previously circulated – see *Appendix 2*.

4. Report from the Mayor and Town Clerk

4.1. Mayor's Announcements

a) To note: Invites to the British Legion Centenary Concert in St Peter & St Paul for the 11<sup>th</sup> November 7.30pm had been received.

b) Civic events attended by the Mayor:  
Lakenheath – Autumn Reception  
CPR Awards  
Opening ceremony at Artichokes

Civic events attended by the Deputy Mayor:  
Breckland Chairman's Twilight supper  
Centenary Ceremony at Norwich Cathedral  
Civic Service – Dereham British Legion

4.2. Urgent reports, correspondence, or information at the mayor's discretion:

Notification of 'Future Breckland – Town Delivery Plan' Intervention workshop on Tuesday 19<sup>th</sup> October in the Council Chamber from 6pm – 7.30pm  
The Councillors were asked if they wished to provide and charge for room and refreshment facilities for this meeting.

**It was agreed to provide free of charge, room and refreshment facilities for the meeting.**

In addition, the Councillors were asked if they would be happy to allow the room to be set up with no Covid safe measures in place for this particular meeting?

**It was agreed for the room to be set up with no Covid safe measures in place for this particular meeting.**

4.3. Town Clerk's report and Councillor's questions relating to ongoing business.

c) The Barn Working Group:

d) The Barn on-going urgent works:

These reports had previously been circulated and there was nothing further to add.

A Councillor raised concerns about insurance cover. It was confirmed that the Councils Public Liability insurance had the appropriate cover.

5. To receive and/or agree the minutes

5.1 Wednesday 8<sup>th</sup> September 2021 Full Council.

The minutes of 8<sup>th</sup> September 2021 Full Council meeting were agreed as an accurate record of the meeting and signed by the Mayor.

5.2 Wednesday 29<sup>th</sup> September 2021 Full Council Extraordinary meeting.

The minutes of 29<sup>th</sup> September 2021 Full Council meeting were agreed as an accurate record of the meeting and signed by the Mayor.

6. Finance:

6.1 Accounts for September 2021

Payments list for September 21 were circulated to Councillors for review prior to the meeting. See *appendix 3*. Two queries were raised and answered on grass cutting and water bills.

**It was agreed to accept the payments for September 2021.**

6.2 Management of the open spaces on the development south of Norwich Rd

Initials: \_\_\_\_\_

To note only that a Management Company had already been appointed.

**7. Correspondence or Information**

**7.1 General**

a) Weekly correspondence –

It was noted that the weekly correspondence had been circulated to Councillors.

b) To consider a request to support the Climate and Ecological Emergency (CEE) Bill.

**It was agreed not to support the Climate and Ecological Emergency (CEE) Bill.**

c) To consider Streetlighting proposed for land South of Norwich Rd Development.

**The streetlighting proposal was agreed.**

d) To consider style of bus shelters for Norwich Rd – supplied by developer of land south of Norwich Rd

Due to no buses going along this route at the moment it was decided to defer until more information had been received back from planning.

**It was agreed to defer until more information was received from planning.**

e) Request for suggestions to be included on the information board to commemorate Monkspath and the PROW.

Councillors were asked to send in any ideas to the office. It was suggested to pass this request to the History Group.

**It was agreed to pass this to the History Group**

f) Request to allow a vendor to sell smoked fish in the town centre

**After a brief discussion it was agreed to allow the request to sell smoked fish in the town centre.**

g) To receive an update on the HAZ project

It was noted that the report from the Mayor was available via the council dropbox site.

Cllr Wickerson asked if the report could be shared with himself and Cllr Colman. The Mayor agreed to email them a copy.

**7.2 NORFOLK COUNTY COUNCIL**

a) To note the notice of Decision – Swaffham Footpath No.51

Swaffham Footpath No. 51 is now upgraded to a Restricted Byway.

**8. Dates of forthcoming meetings and to receive any items for a future agenda.**

<u>No.</u>	<u>Meeting</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Staff</u>
8.1	Market Committee	Mon	18 <sup>th</sup> Oct	6.30pm	Council Chamber	CS RO
8.2	Finance Full Council	Mon	25 <sup>th</sup> Oct	6.30pm	Council Chamber	RB CS
8.3	Planning Committee	Tues	26 <sup>th</sup> Oct	4.00pm	Council Chamber	RB KF
8.4	HR & Governance Committee	Mon	1 <sup>st</sup> Nov	12noon	Council Chamber	RB CS
8.5	Full Council	Wed	10 <sup>th</sup> Nov	6.30pm	Council Chamber	RB HD

**9. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:  
CONFIDENTIAL BUSINESS following the exclusion of the public and press**

**9.1** To receive and consider update from the Deputy Clerk on the proposed sale of Days Field. A brief verbal report was given by the Town Mayor, Deputy Mayor and Deputy Clerk following a meeting earlier this afternoon with the surveyors and successful bidder for the proposed sale of Days Field.

The meeting closed at 7.40pm

Mayor.....

Initials: \_\_\_\_\_

## Norfolk CC Report October 2021

### **£70,000 community fund could boost green projects**

A £70,000 online crowd funding scheme, to support environmental and community projects, is set to be launched by the county council.

Crowd Fund Norfolk would enable communities to bid for the council to fund half the cost of a local environmental scheme, with the community raising the remainder. The maximum grant would be £15,000.

Crowdfund Norfolk gives us the chance to work together with Norfolk people and other partners to deliver the projects that they want to see coming forward. It's a win-win for communities and the council.

The first phase, focusing on tree planting and supporting our nationally important windmill heritage, also supports the council's commitment to plant one million trees, in line with our environmental policy and Norfolk's 25 Year environment plan.

A report to the council's cabinet says: "There is potential for this platform to boost community engagement by supporting community-driven projects benefitting local areas. A wide section of the community can be engaged through the crowdfunding process and the engagement enables significant financial contributions to be raised from the community for projects that matter most to them.

"In addition to enhancing community engagement, Crowd Fund Norfolk will enable the county council to make its funding go further by drawing in community donations for selected projects."

### **Local incentives boost for Norfolk employers recruiting a new apprentice**

Boosted incentive grants for businesses in Norfolk taking on young apprentices are now available. The Recruit | Retain | Reward package from Apprenticeships Norfolk will support businesses to take on new and/or redundant apprentices in the 16-24 age group.

In a bid to give small and medium sized Norfolk businesses as much support as possible, the flexible 'Apprenticeship Incentive Fund' is set to increase incentives up to £2000 for new apprenticeships starts employed on/after 1 October 2021. This increased grant will provide enhanced support for local businesses looking to recruit their workforce of the future.

In addition to the one-off financial payment, there will also be continued support for organisations who are new to apprenticeships. This includes practical and impartial guidance and useful information from the Apprenticeships Norfolk team, who are on hand to help businesses get started.

It is hoped that the project, which is sponsored by the East of England Employer Ambassador Apprenticeship Network, will continue to encourage new apprenticeship starts across Norfolk for those aged 16-24.

### **COVID-19 vaccination requirement for those entering a care home**

Norfolk County Council's Adult Social Services are advising businesses in Norfolk to be aware that their employees carrying out works at any kind of care home will be required, from 11 November 2021, to prove that they are double-vaccinated. From this date, proof of vaccination with an approved COVID-19 vaccine will be necessary for entry.

Initials: \_\_\_\_\_

The mandatory vaccine regulations will help to ensure that all care home residents, who may be vulnerable to COVID-19 are better protected against the virus.

The list of persons includes:

- All workers employed directly by a care home (on a full or part-time basis)
- All workers employed by an agency and deployed by a care home
- Volunteers deployed in a care home.
- Anyone going into a care home to do other work, for example healthcare workers, tradespeople, CQC inspectors, hairdressers and beauticians

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**Breckland Council Report – Swaffham Town Council October 11<sup>th</sup> 2021**

In terms of specific decisions taken by BDC since the last STC meeting I found there was a danger of being very repetitive of the September report to Council.

Therefore, in respect of this particular report the content will concentrate on issues specific to Swaffham and currently of concern to Town Councillors and members of the public:

**MTI Planters**

The budget has been agreed for 10 (ten) oak hardwood planters 1.2m x 0.4m x 0.5m together with ivy green screens 1.2m high. The order to purchase and install will be monitored and STC will be kept advised of progress accordingly. It is hoped that these planters will both improve the areas aesthetics whilst helping to control pollution.

**Lydney House**

Concerns have been expressed by STC and the public over the Change of Use application submitted by the owner and this is being discussed with the Planning Officers accordingly. An email received this morning indicates that Planning is awaiting a “detailed noise report to be submitted by the agent” Planning has also suggested to the applicant/agent that he arranges a meeting with nearby residents to discuss the ongoing issues.

**Barratts Homes Development**

The removal of trees on the development has resulted in adverse reaction from local residents on Norwich Road with the result that the Director of Planning is now consulting with the Breckland Forestry Officer as to the legality of such removal.

**Affordable Housing**

We now have a complete schedule of Housing Association properties in Swaffham which should help in ascertaining responsibility should issues arise on individual houses. STC has been provided with a copy of this listing which is under the management of Victory Homes, part of the Flagship Group.

**Serco Contract**

The senior management of Serco attended an Overview and Scrutiny Commission session in September where various shortcomings in their service were discussed. We were assured that steps were being taken to improve the position of missed collections by changes in the management structure with new staff plus increased pay offers to the work force. The problems caused by Covid and lack of HGV drivers were discussed together with the national shortage of brown, garden waste bins.

Swaffham Town Council - Accounts for OCTOBER 2021						6.1
No	Payment	Name	Details	Price	VAT	Total
<b>Paid - 1st -11th October 2021</b>						
284	Card	Lloyds Bank	Monthly credit card fee	£ 3.00	£ -	£ 3.00
285	Card	Amazon	Toilets - stainless steel cleaner	£ 12.75	£ 2.55	£ 15.30
286	Card	DVLA	RUCK Tax - AU68 CNC	£ 277.50	£ -	£ 277.50
287	d/d	Unity Trust	Service Charge - Q3 21	£ 60.75	£ -	£ 60.75
288	d/d	Unity Trust	Manual Handling Fee - Q3 21	£ 20.20	£ -	£ 20.20
289	d/d	Hitachi	Truck Lease - Oct 21	£ 336.88	£ 67.37	£ 404.25
290	d/d	SSE Southern Electric	Public Toilets - electricity - Sept 21	£ 74.62	£ 3.73	£ 78.35
291	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Sept 21	£ 42.17	£ 2.10	£ 44.27
292	d/d	SSE SWALEC	Buttercross - electricity - Sept 21	£ -	£ -	£ -
293	d/d	SSE SWALEC	Rec Ground - electricity - Sept 21	£ 15.28	£ 0.76	£ 16.04
294	d/d	Vodafone	Mobile Phone bills - Sept 21 - S Dent	£ 16.51	£ 3.30	£ 37.04
			Mobile Phone bills - Sept 21 - R Ostler	£ 14.36	£ 2.87	
295	d/d	WorldPay	Monthly payment charges - Sept 21	£ 11.17	£ 2.01	£ 13.18
<b>Sub Total</b>				<b>£ 885.19</b>	<b>£ 84.69</b>	<b>£ 969.88</b>
<b>To be authorised and paid - post 11th October 2021</b>						
296	BACS	Net Salaries	Town Council salaries	£ 14,048.65		£ 14,048.65
297	BACS	Inland Revenue	Tax	£ 1,793.66		£ 4,606.66
			Employer National Insurance contribution	£ 1,582.58		
298	BACS	Norfolk Pension Service	Employee National Insurance contribution	£ 1,230.42		£ 5,482.15
			Employer Contribution	£ 4,175.41		
299	d/d	Breckland Council	Employee Contribution	£ 1,306.74		£ 1,587.00
			Town Hall - Rates	£ 1,048.00		
300	d/d	Immervox (Sept 21)	Market - Rates	£ 349.00		£ 339.35
			Cemetery - Rates	£ 190.00		
			VOIP router & line - 720014	£ 38.18	£ 7.64	
301	300290	Petty Cash	Town Council - Fax & Broadband 720469	£ 48.04	£ 9.61	£ 193.52
			Swaffham Heritage - Telephone 721230	£ 47.34	£ 9.47	
			Town Council - Telephone 722922	£ 89.78	£ 17.95	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
			Town Wi-Fi - 336135	£ 46.45	£ 9.29	
302	300291	Allotment Refund	TH15b - Joyce	£ 40.00	£ -	£ 40.00
303	BACS	Allotment Refund	FA14 - Sell	£ 40.00	£ -	£ 40.00
304	BACS	Allotment Refund	SL62 - Chacksfield	£ 40.00	£ -	£ 40.00
305	BACS	Anglian Chemicals	Toilets - Toilet rolls	£ 30.74	£ 6.15	£ 36.89
306	BACS	Anglian Chemicals	Toilets - Bleach	£ 5.32	£ 1.06	£ 6.38
307	BACS	Ben Burgess	Bolt Shoulder	£ 22.40	£ 4.48	£ 26.88
308	BACS	BH Doors	Town Hall automatic door - annual service 21/22	£ 125.00	£ 25.00	£ 150.00
309	BACS	Brook HR	Hr Services - Aug 21	£ 135.00	£ -	£ 135.00
310	BACS	Cooleraid	Town Hall drinking water - Sept 21	£ 15.80	£ 3.16	£ 18.96
311	BACS	CGM Group	Grass Cutting Swans Nest & Rec Ground - Aug 21	£ 175.00	£ 35.00	£ 210.00
312	BACS	CGM Group	Grass Cutting - Rec & Swans Nest - Aug 21	£ 338.00	£ 67.60	£ 405.60
313	BACS	Corona Corp Sols	Photocopy usage - June-Sept 21	£ 1.51	£ 0.30	£ 1.81
314	BACS	Dewhurst Trophies	Aug Car Event - trophy's	£ 68.96	£ 13.78	£ 82.74
315	BACS	EBC Pest Control	Decontamination - Toilets - Sept 21	£ 80.00	£ 16.00	£ 96.00
316	BACS	Express Lift Alliance	Town Hall Lift - quarterly service	£ 248.17	£ 49.63	£ 297.80
317	BACS	FW Myhill & Sons	Wasp nest foam	£ 10.97	£ -	£ 10.97
318	BACS	Greene & Greene	Barn - final invoice	£ 17,958.20	£ -	£ 17,958.20
319	BACS	ICO Systems	Quarterly Subscription - Oct-Jan 22	£ 882.00	£ 176.40	£ 1,058.40
320	BACS	ICO Systems	Anti Virus - Sept 21	£ 7.50	£ 1.50	£ 9.00
321	BACS	Ingham Pinnock	Barn Consultants - Aug 21	£ 6,906.25	£ 1,381.25	£ 8,287.50
322	BACS	Lyreco	Photocopy Paper	£ 45.90	£ 9.18	£ 55.08
323	BACS	St Johns Ambulance	Aug Car event - First Aid cover	£ 144.00	£ 28.80	£ 172.80
324	BACS	Swaffham Building Supplies	General maintenance supplies	£ 55.10	£ 11.04	£ 113.16
			General maintenance supplies	£ 39.18	£ 7.84	
325	BACS	Swaffham Service Station	Fuel - Trucks - Sept 21	£ 119.43	£ 23.88	£ 378.05
			Fuel - Machinery - Sept 21	£ 185.63	£ 37.12	
			Motor Oil - Sept 21	£ 9.99	£ 2.00	
326	BACS	T K Drakes	Public Toilets - maglock	£ 45.00	£ 9.00	£ 54.00
327	BACS	T K Drakes	Museum Boiler - call out 20/7/21	£ 45.00	£ 9.00	£ 54.00
328	BACS	T K Drakes	General maintenance supplies	£ 2.32	£ 0.46	£ 2.78
329	BACS	T K Drakes	General maintenance supplies	£ 4.50	£ 0.90	£ 5.40
330	BACS	Veolia	Town Hall waste collection - Sept 21	£ 61.65	£ 12.33	£ 166.98
			Cemetery waste collection - Sept 21	£ 77.50	£ 15.50	
331	BACS	WAVE - Anglian Water	Allotment SL1 - 295096901 - Sept 21	£ 75.87	£ -	£ 75.87
332	BACS	WAVE - Anglian Water	Allotment TH - 291044001 - Sept 21	£ 44.44	£ -	£ 44.44
333	BACS	WAVE - Anglian Water	Public Toilets - 341378101 - Sept 21	£ 111.81	£ -	£ 111.81
334	BACS	WAVE - Anglian Water	Town Hall - 346045001 - Sept 21	£ 1,002.57	£ -	£ 1,002.57
335	BACS	WAVE - Anglian Water	Rec Ground- 225554301 - Sept 21	£ 14.53	£ -	£ 14.53
336	BACS	Zurich Ins	Barn Insurance cover - 5/10/21 - 31/5/22	£ 340.70	£ -	£ 340.70
337	BACS	Zurich Ins	Truck Insurance - annual renewal 2021-22	£ 1,761.54	£ -	£ 1,761.54
<b>Sub Total</b>				<b>£ 58,403.44</b>	<b>£ 2,089.61</b>	<b>£ 60,493.06</b>

Initials: \_\_\_\_\_

Late Bills - received after agenda issued							
338	BACS	CGM	Rec Ground - grass cutting - Sept 21	£	38.00	£ 7.60	£
339	BACS	E-on	War Memorial - electric - Q3 21	£	12.61	£ 0.63	£
340	BACS	E-on	Town Hall - gas - Q2 July - Oct 21	£	76.12	£ -	£
<b>Total</b>				<b>£</b>	<b>58,720.17</b>	<b>£ 2,097.84</b>	<b>£</b>
Summary of Income - SEPTEMBER 2021 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)							
01-Sep-21	Cash & Cheques taken over the counter						£
03-Sep-21	Cash & Cheques taken over the counter						£
19-Mar-00	Cash & Cheques taken over the counter						£
14-Sep-21	Cash & Cheques taken over the counter						£
21-Sep-21	Cash & Cheques taken over the counter						£
24-Sep-21	Cash & Cheques taken over the counter						£
28-Sep-21	Cash & Cheques taken over the counter						£
Total BACS	Income from BACS & Card payments: <i>inc Breckland precept</i>						£ 2
<b>TOTAL</b>							<b>£ 2</b>
Items of expenditure to be reclaimed							
Watton TC	Mobile reclaim - Sept 21		£	16.51	£	3.30	£
Museum	Museum - Telephone 721230		£	47.39	£	9.48	£
Sues News	Electricity Sept 21		£	53.39	£	10.68	£
<b>TOTAL</b>				<b>£</b>	<b>117.29</b>	<b>£ 23.46</b>	<b>£</b>

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